

DAILY BRIEFING CHECKLIST

The SEAT Manager, contractor personnel and the using agency should establish a daily briefing checklist customized for their operation. The checklist below is a *basic* list of items that should be reviewed each day for any type of SEAT operations.

ADMINISTRATIVE:

- **Agency Contact:** Updates on who is on duty to act as the aviation duty officer or main contact for the SEAT operation.
- **General Manning:** Updates on general manning hours and scheduled dispatch coverage.

DAILY INTELLIGENCE:

- **Weather:** Review current and predicted weather including all red flag warnings or adverse weather advisories and information from lightning detection systems.
- **Fire Behavior:** Review current fuels conditions and relay any known fire behavior predictions issued for the area.
- **Planning Levels:** Update of local, geographical and national planning levels and how they will affect the SEAT operations.
- **Situation Reports:** Review of situation reports from geographical and national levels and the affects on the SEAT operations.
- **Current Fire Status:** Review the status of all current fires on the unit and any information on new starts that were detected.
- **IMT:** Update on any Incident Management Teams that may have been mobilized for the area, including a copy of the current Incident Action Plan (IAP) generated for the shift.

COMMUNICATION:

- **Frequencies:** Updates on any changes or additional frequencies and contact names to be used on the incidents.

OPERATIONS:

- **Aircraft Resources:** Updates on any changes or additions to the aircraft resource and aviation personnel that were committed to the area or specific incidents.
- **Overhead Resources:** Updates on any changes or additions to any aerial supervision or support personnel that may affect the SEAT operation.
- **Operational Planning:** Updates on planned aerial or ground missions and how they will affect the SEAT operations.

LOGISTICS:

- **Retardant and Water:** Relay current retardant and water inventory to the using agency for pre-planning needs.
- **Logistical Supplies:** Provide the using agency with an order of any equipment or supplies needed for the SEAT operations.
- **Overhead:** Obtain and relay any information on additional overhead that was ordered to support or transition into the SEAT operation.

FEEDBACK:

- **SEAT Effectiveness:** Obtain and relay feedback from aerial supervision and ground personnel on effectiveness and performance of the SEAT over the incident.
- **Operational Review:** Obtain and relay any information on daily operational assignments and identify and mitigate any safety concerns or issues that may have surfaced during the day.
- **SEAT Base:** Obtain and relay any problems or concerns that may have surfaced during the day from the ground support crew.
- **Fixed Wing Base Operator:** Obtain and relay any problems or suggestions made by the Fixed Wing Base Operator for improving or modifying the SEAT operation.